

ALLEN W. ROBERTS SCHOOL

80 Jones Drive
New Providence, NJ 07974

Gina M. Hansen
Principal

Susan E. McGeechan
Assistant Principal

June 23, 2020

Dear AWR Families,

We hope that you have all had a fabulous start to your summer! We have put in place a plan for you to drop off any school materials that you may have at home, and/or pick up personal belongings that may still be at school. Pick-up will be scheduled according to each family's last name.

Please Note: All district issued student iPads will remain at home during the summer months and do not need to return to school. If your child is moving or will not be attending the New Providence School District next year, please email Mrs. Grogan at kgrogan@npsdnj.org to make arrangements, and also to return your district issued iPad.

We ask that you kindly adhere to the following social distancing guidelines during the pick-up/drop-off process in the best interest of everyone's safety:

- No one will be allowed to enter the school beyond the designated areas.
- In order to limit the number of people coming into the building, one adult per family should pick up and return student belongings. Children may not accompany their parent.
- Cloth face coverings or masks must be worn.
- Entry to the designated areas will be marked and will be kept open for touch-free entry.
- Exit from the designated areas will be marked and will be kept open for touch-free exit.
- There will be a staff member at each entrance to help monitor the visitors. Please be patient and wait in line at the marked, social distancing spaced spots along both entrances.

If you have a conflict with the scheduled dates or if you, or a family member, have COVID 19 and are experiencing symptoms and a fever, or have been exposed to someone who has COVID 19, please contact the main office so alternate arrangements can be made.

We thank you in advance for your assistance and cooperation. We look forward to seeing you and ensuring that our student materials are returned to each family. If you have any questions, please do not hesitate to contact us.

Sincerely,

Gina M. Hansen
Principal

Robyn P. Greenwald
Incoming Principal

DATES AND TIMES

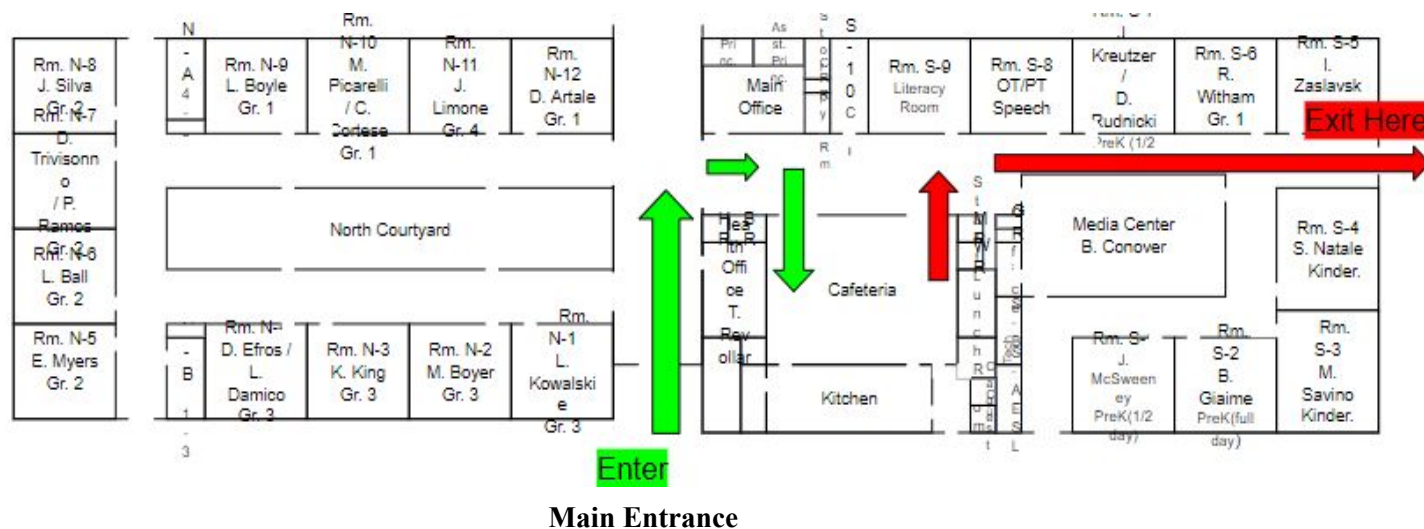
Monday, June 29th - Tuesday, June 30th

- Pick-up will be **according to each family's last name.**
- To ensure for appropriate social distancing measures, there will be **two pick-up locations listed below.**
- **Please refer to the attached visual maps** that indicate the entrance/exit areas for pick-up.

LOCATION ONE - CAFETERIA

- Please park in the Teachers' Parking Lot.
- Please line up outside the main entrance. There will be signs to identify social distancing.
- Staff will admit you to ensure social distancing.
- When admitted, proceed to the main hallway where you will place any material you are returning to the marked grade level table. There will also be a large bin for items being returned to the library. Please remember to place library books in a plastic bag with your child's/children's names on the bag.
- After returning all of your child/ren's items continue to the cafeteria where tables will be set up alphabetically, and family members belongings will be located next to one another.
- Once you have gathered your child/ren's belongings proceed out the marked door to the South Exit.
- **REFER TO MAP BELOW.**

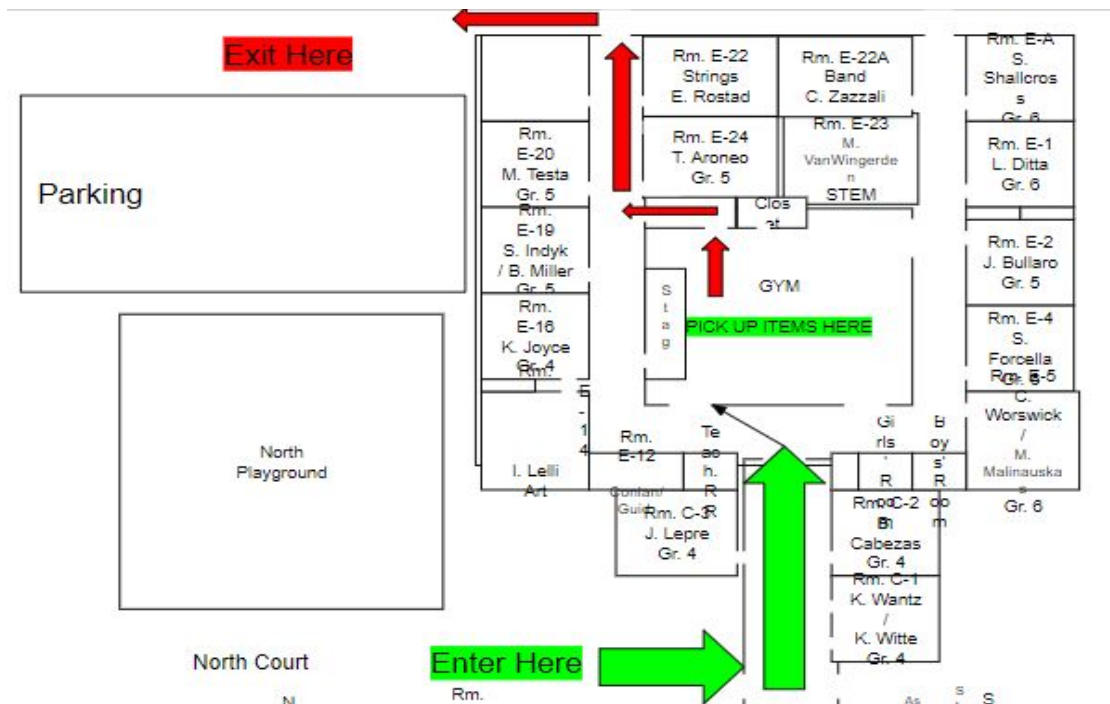
Monday, June 29th	Tuesday, June 30th
9:00 AM - 11:00 AM - LETTERS A - B	9:00 AM - 11:00 AM - LETTERS F - Hi
12:00 PM - 2:00 PM - LETTERS C - E	12:00 PM - 2:00 PM - LETTERS Ho - L



LOCATION TWO - GYMNASIUM

- Please park on the North Court Playground.
- Please line up outside the North Court entrance door (Center Hall Door #16). There will be signs to identify social distancing.
- Staff will admit you to ensure social distancing.
- When admitted, proceed to the center hallway where you will place any material you are returning to the marked grade level table. There will also be a large bin for items being returned to the library. Please remember to place library books in a plastic bag with your child's/children's names on the bag.
- After returning all of your child/ren's items continue to the gymnasium where tables will be set up alphabetically, and family members belongings will be located next to one another.
- Once you have gathered your child/ren's belongings proceed out the marked door to the Back Exit to the North Court.
- **REFER TO MAP BELOW.**

Monday, June 29th	Tuesday, June 30th
9:00 AM - 11:00 AM - LETTERS M	9:00 AM - 11:00 AM - LETTERS S - T
12:00 PM - 2:00 PM - LETTERS N - R	12:00 PM - 2:00 PM - LETTERS U - Z



Center Hall Door #16 (Recess Doors)